

Approved Authorised Treatment Facility (AATF) - Recording Systems and Quality Checks

1. How you will record what WEEE is received? This should include (but not limited to) the weight, obligation type (B2C/B2B), category, protocol calculation and associated PCS. Please provide a copy of your recording system(s).

2. Please tell us what quality checks you will make on your records to ensure that:

- i. Your quarterly return submissions are accurate.
- ii. Any evidence raised on WEEEOnline is accurate.

3. How will you ensure that your quarterly returns are submitted on time?

4. Will you be issuing evidence on behalf of another site who is completing a reuse activity (satellite site)? If yes, please contact Producer Responsibility WEEE Regime on 02084747610.

INFORMATION

Recording systems could include (but not limited to):

- Log books
- Spreadsheets
- Databases

You should describe the checks and processes you use to ensure that the information you record is accurate and of sufficient standards to meet the conditions of approval.
